

**DREFM**Division of Real Estate and Facilities Management
Bureau of Parking and Building Access

dgs.virginia.gov

Agency Head Designee Form

An agency in DGS operated facilities may designate a person.
This form should be returned to the DGS Parking Services and Building Access Section at
Idcards@dgs.virginia.gov

ACTION REQUESTED

<input type="checkbox"/> New Designee Remove Previous:	<input type="checkbox"/> Updated Contact Information
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DESIGNEE INFORMATION

First Name:	Last Name:
Title:	
Agency:	Agency Number:
Building Name/ Address:	Fax:
Work Phone:	Alternate Phone: (after-hours emergencies)
Email Address:	

FACILITIES (please list the building(s) and floor(s) your agency occupies)

Building Name:	Floor(s):
Building Name:	Floor(s):
Building Name:	Floor(s):
Building Name:	Floor(s):

The undersigned acknowledges his/her responsibility to comply with the policies issued by the Department of General Services.

Designee Signature:	Date:
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Agency Head:	Date:
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Entered By: _____ Date Entered: _____